

**ROCKVILLE HOUSING ENTERPRISES  
BOARD OF COMMISSIONERS MEETING**

**Regular Session**

**621 A Southlawn Lane  
ROCKVILLE, MARYLAND 20850**

**November 20, 2013**

**Agenda**

- 6:30 p.m.      1. Consent Items: (T-1)**
- 7:15 p.m.      3. Citizens Forum:**
- 7:25 p.m.      4. Information Exchange:**  
**Executive Director's Report (T-2)**
- **Finance Reports (T-3)**
  - **Public Housing Report (T-4)**
  - **HCV Report (T-5)**
  - **Fireside Park Report (T-6)**
- 7:50 p.m.      5. City of Rockville Report - Erin Wilson**
- 8:00 p.m.      6. Action & Discussion Items: (T-7)**
  - **Fireside Property Management RFP selection**
- 8:25 p.m.      7. Commissioners Comments:**
- 8:30 p.m.      8. Adjourn**

1. Individuals needing special accommodations to fully participate in this meeting, call the RHE office (301) 424-6265
2. This Agenda is subject to change without notice.
3. Times are approximate and may vary depending on length of discussion.
4. Public participation is permitted on Agenda Items in the same manner as if the Agency were holding a legislative-type Public Hearing.

BOARD OF COMMISSIONERS MEETING  
OCTOBER 16, 2013  
MINUTES

Board of Commissioners for Rockville Housing Enterprises met in Regular Session on October 16, 2013 at 621 A Southlawn Lane, Rockville, MD 20850.

**PRESENT**

Chair Edward Duffy  
Vice Chair Virginia Onley  
Commissioner Henry Battle

**IN ATTENDANCE**

Ms. Ruth O'Sullivan, Executive Director  
Ms. Stacy Brooks, Director of Housing Programs  
Ms. Erin Wilson, City of Rockville Liaison  
Ms. Mary E. Jones, Clerk

**EXCUSED**

Commissioner Tin Hlaing  
Commissioner Steve Marr

6:30 p.m.

Chair Edward Duffy called the Regular Session Meeting of Rockville Housing Enterprises to order.

**1. CONSENT ITEMS:**

Chair Edward Duffy asked for additions or corrections to the minutes for the Board of Commissioners Regular Session held September 18, 2013. Vice Chair Virginia Onley offered a motion to accept the minutes for September 18, 2013 with correction to the spelling of her name on page 3. Commissioner Henry Battle offered a second. All present voted aye.

6:40 p.m.

**2. CITIZENS FORUM:**

There were no Citizens present asking to address the Board.

6:45 p.m.

**3. INFORMATION EXCHANGE:**

Chair Duffy announced that Ms. Jessica Anderson has accepted the position of Executive Director for Rockville Housing Enterprises and will start on October 28, 2013. Chair Duffy will send the formal announcement to the City of Rockville regarding this appointment.

**Executive Director's Report.**

- Ms O'Sullivan announced that the Resident Counselor position will not be filled at this time. RHE was not awarded the ROSS Service Coordinator grant used in part to fund this position
- Fireside reports did not arrive in time to be included in the packet information but have since become available and were distributed to the Commissioners.
- Fireside continues to do well and we are looking forward to making payments to Montgomery County and the City of Rockville on the loan principal this year.
- Fireside occupancy is at about 92% and is staying close to this figure. The incentives for rent put in place to increase occupancy will continue. The objective is to encourage and attract applicants from our income-targeted population.
- The debt service coverage rate for the Fireside loan is at 1.33% and the bank requirement is 1.20%.
- RHE has issued an RFP for new management services. Kettler's contract is in effect through the end of December 2013. We have received Five (5) bids for management services at Fireside.
- The pipe contractors are about half way through the job at Fireside and the roofing materials have been ordered.
- The occupancy rate in the Public Housing Program is at 98% with two (2) units scheduled for occupancy in October.
- The FSS Program is operating with 14 participants.
- The TARs are at 2.14% for the year to date.
- There are (5) expected evictions in the next few months.
- The RAD application was submitted to HUD.
- The 2014 FSS PH Coordinator application was submitted to HUD on October 5, 2013.
- RHE has received the CDBG contract for 2014.
- One of the townhouses at Legacy at Lincoln Park has been listed for rent. The homeowner has been notified that he would be in violation of the terms of his loan agreement were he to rent the unit. He is working on seeking an exception.
- The daughter of a deceased MPDU homeowner (at Legacy) has recently decided that she wants to sell the townhouse. The resale price will be obtained from the City of Rockville MPDU office. RHE will not exercise the right of first refusal on this property.

### **City of Rockville Report.**

Ms. Erin Wilson City of Rockville liaison reported the following:

1. Recommendations for the year 40 CDBG grants have been approved by Mayor & Council. Fifteen Thousand (\$15,000.00) was approved for Rockville Housing Enterprises.
2. A Proposal to change MPDUs service fee in order to make the units affordable for the elderly was introduced; however, due to timing this proposal will not come back to the Mayor and Council before the election of a new Mayor and Council. The new proposal for service fees would be tied to income.

7:45 p.m.

**4. DISCUSSION ITEMS:**

Director O'Sullivan noted the need for a Resolution to write off the delinquent accounts for the 4<sup>th</sup> quarter of the fiscal year. Chair Duffy called for a motion to write off Two Thousand One Hundred Forty-four dollars and Twenty-six cents (\$2,144.26). Vice Chair Virginia Onley offered the motion for write-off in the amount of \$2,144.26.

Commissioner Henry Battle offered a second. All voted aye

Chair Duffy noted the materials enclosed in the packet and asked for a Resolution on the Update of the Bylaws as proposed in the written document. The original bylaws have never been updated and are now 50 years old. A motion to accept the changes to the bylaws as presented in the packet was offered by Vice Chair Virginia Onley.

Commissioner Henry Battle offered a second. All present voted aye.

8:05 p.m.

**5. ADJOURN:**

There being no further business to come before the Board, Chair Duffy called for a motion to adjourn. Vice Chair Onley offered a motion to adjourn the Board of Commissioners meeting for October 16, 2013. Commissioner Battle offered a second. All present voted aye.



**Rockville Housing Enterprises  
Executive Director's Report  
As of November 15, 2013**

**Activities Since the October 16, 2013, Board Meeting**

**Meetings**

- Participated in the Lincoln Park Civic Association meeting on October 12, 2013.
- Along with the RHE Asset and Construction Managers for Fireside, participated in the monthly Fireside Park monitoring meeting with Kettler Management. City of Rockville staff attended this meeting as well.
- Met with Jubilee Association to discuss the possibility of RHE assisting with Jubilee's assisted living programs.
- Met with Cornerstone to review the Fireside 2014 budget projections.
- Attended the Ballard Spahr Housing Conference on November 7-8, 2013. Valuable information regarding upcoming changes in HUD's Capital Fund structure was discussed.

Personnel Matters; Staff Training

- The new Executive Director, Jessica Anderson started on October 28, 2013. The transition is going well.

Housing Choice Voucher Program (HCVP) Management

- The October PIC submission rate for the program was 116.72%.
- HCV program utilization information for August was 91.52% utilization of vouchers and 100.15% utilization of funds.
- The 50 unit Mainstream Disabled Voucher program for which funds are allocated dollar for dollar based on utilization continues to be 100% leased.
- The 5 unit Moderate Rehabilitation Single Room Occupancy (SRO) program for which funds are allocated dollar for dollar based on utilization is 100% leased.
- Required re-certifications continue to be completed on a timely basis.
- The Family Self-Sufficiency program continues to operate successfully with 17 HCV participants enrolled.
- Nan McKay and Associates Inc. have implemented the inspections process for the Housing Choice Voucher Program (HCVP).
- We continue to await notification of funding from HUD for the FY 2014 HCV FSS Coordinator grant application.
- The Section Eight Management Assessment Program (SEMAP) submission is due to HUD on November 29, 2013. It is anticipated RHE will be scored as a High Performer.
- Victory Court is beginning to the first 3 of the 9 Project Based Vouchers that have been allocated to the community.

### Public Housing (PH) Management

- The Public Housing Program PIC submission rate for October was 98.08%.
- The occupancy rate at the end of October was 99.07% with 1 unit vacant and 1 scheduled for occupancy in November.
- All re-certifications are being completed on a timely basis.
- The Public Housing Family Self-Sufficiency Program is operating now with 14 participants enrolled.
- Tenant Accounts Receivable (TARs) are at 20% for year to date. There were 3 evictions this month; 1 for non-payment of rent and 2 for drug related activities.
- The CDBG contract to Rezen Construction, Inc. has begun. A Notice to Proceed was issued on 3 units; 2 units are currently underway.
- The October 4, 2013, REAC inspection has been rescheduled to January 21, 2014.
- We are working to provide additional financial information to Citibank in anticipation of receiving HUD approval on the Rental Assistance Demonstration Program (RAD) application.
- We await notification of funding from HUD for the FY 2014 PH FSS Coordinator grant application that was submitted to HUD on October 5, 2013.
- Montgomery Alliance is renovating the David Scull Community Center on First Street. They are converting the office to a children's reading room complete with bookshelves and sitting areas. The renovations will also include a fresh coat of paint, new windows and new flooring. An open house is scheduled for December 21, 2013, from 2:00 p.m. to 4:00 p.m.
- RHE is preparing to submit an application to the City of Rockville for the Community Organizations Grant for refuse collection fee assistance. The application is due on December 6, 2013.
- Family Fun night activities were held on October 5, 2013. There were 27 attendees. Activities included video games, finger painting, bingo and board games. Tosha Dyson is currently leading the Family Fun night activities.

### RELP Management

- The RELP occupancy rate for October was 94.6%. Applicants are being processed to fill the 3 vacant units.
- Monthly reports were submitted to HOC on time as required.

### RHEP Management

- All 4 RHEP units are occupied.

### Fireside Management

- The property is 91% occupied as of the end of October with 93% of the units leased. Fireside received notices to vacate from 3 tenants. Reasons cited for moving: eviction for non-payment, job loss, and purchased a house.
- Applications continue to be received and processed.
- Income certifications continue. All new units leased are being occupied by households that meet the income requirements.
- EPipe has completed the relining work in 15 of 22 buildings.
- The roofing work on the shingle replacement is scheduled to be completed by the end of November (weather permitting). The gutter and leader replacement work should be complete by mid December (weather permitting).
- Responses to the RFP for Property Management Services were reviewed. A recommendation will be presented to the Board of Commissioners.

#### Financial Management

- No issues to report.

## **TAB 3**

# **FINANCIAL REPORT**

Account #	Account Title	Debit	Credit	Budget	Budget Balance	% Spent
1111:01	CASH GENERAL FUND		86,019.27			
1114:00	SECURITY DEPOSIT FUND	47,248.94				
1117:00	PETTY CASH	200.00				
1122:00	ACCOUNTS RECEIVABLE TENANTS	13,154.82				
1122:01	ALLOWANCE FOR DOUBTFUL ACCOUNTS		6,000.00			
1129:07	ACCOUNTS RECEIVABLE - VOUCHERS	114,745.34				
1129:10	ACCOUNTS RECEIVABLE - RELP MAINT	10,675.84				
1129:11	ACCOUNTS RECEIVABLE - RELP MGMT	18,916.74				
1129:42	ACCOUNTS RECEIVABLE-RELEASE PAYMENT	12,101.98				
1130:38	NOTES RECEIVABLE - RELP ONE LP	201,949.86				
1145:01	ACCRUED INTEREST - RELP LOAN	675.20				
1162:00	GENERAL FUND INVESTMENTS	56,413.04				
1166:00	FSS ESCROW	16,645.53				
1211:00	PREPAID INSURANCE	13,131.68				
1290:01	PREPAID SUPPORT	6,391.66				
1290:09	PREPAID LEGAL FEES	2,545.00				
		514,795.63 *	92,019.27 *			
		422,776.36 **				
1440:00	SITE ACQUISITION	424,235.00				
1450:00	SITE IMPROVEMENT	378,236.64				
1460:07	BUILDINGS	10,272,678.49				
1465:01	DWELLING EQUIP NON EXPEN	55,169.00				
1475:01	OFFICE FURNITURE AND EQUIP	97,292.98				
1475:07	AUTOMOTIVE EQUIPMENT	59,127.90				
1499:99	ACCUMULATED DEPRECIATION		7,364,463.55			
	TOTAL LAND, STRUCTURES & EQUIP	11,286,740.01 *	7,364,463.55 *			
		3,922,276.46 **				
	TOTAL ASSETS	11,801,535.64 *	7,456,482.82 *			
		4,345,052.82 **				
2111:00	VENDORS AND CONTRACTORS		6,986.11			
2111:03	ACCOUNTS PAYABLE-UTILITIES		22,758.82			
2111:04	ACCOUNTS PAYABLE-EMPLOYEE BENEFITS		995.52			
2114:00	TENANTS SECURITY DEPOSITS		49,293.90			
2117:05	PAYROLL W/H - OTHER		2,056.20			
2117:07	PAYROLL W/H-AFLAC FLEX		2,616.13			
2119:00	ACCOUNTS PAYABLE - RELP	5,770.23				
2119:43	AP-RHE CORP	118,534.05				
2119:44	AP - RHE PROPERTIES		84,385.69			
2135:01	ACCRUED PAYROLL		7,890.38			
2135:10	COMPENSATED ABSENCES - CURRENT		24,330.97			
2135:11	COMPENSATED ABSENCES - NONCURRENT		4,293.72			
2180:00	FSS ESCROW		21,982.38			
	TOTAL LIABILITIES	124,304.28 *	227,589.82 *			
			103,285.54 **			

Account #	Account Title	Debit	Credit	Budget	Budget Balance	% Spent
2802:01	NET INVESTMENT IN CAPITAL ASSETS		3,922,276.46			
2806:01	UNRESTRICTED NET POSITION - ADMIN		132,613.35			
2806:02	RESTRICTED NET POSITION		202,560.75			
	TOTAL EQUITY		* 4,257,450.56 *			
	TOTAL LIABILITIES & EQUITY	124,304.28 *	4,485,040.38 *			
			4,360,736.10 **			
3110:00	DWELLING RENTAL		414,744.62	364,430.00	-50,314.62	113.8%
3110:01	FSS ESCROW RELEASE	22,165.22				
3120:00	EXCESS UTILITIES		31,586.91	25,500.00	-6,086.91	123.9%
	TOTAL RENTAL INCOME	22,165.22 *	446,331.53 *	389,930.00	-56,401.53	114.5%
3610:00	INT ON GENL FUND INVESTMENTS		1,401.40	7,400.00	5,998.60	18.9%
3690:00	OTHER INCOME			16,000.00	16,000.00	
3690:01	LATE CHARGES		6,023.61	5,000.00	-1,023.61	120.5%
3690:02	MAINTENANCE CHARGES		3,401.31	1,300.00	-2,101.31	261.6%
3690:04	OTHER TENANT REVENUE		9,657.05	2,500.00	-7,157.05	386.3%
3690:05	MAINTENANCE CONTRACT - RELP		65,258.09	15,000.00	-50,258.09	435.1%
3690:08	MAINT COSTS BILLED TO RELP	48,937.54				
3690:09	PROPERTY MANAGEMENT FEE		76,413.09	77,000.00	586.91	99.2%
3690:10	FSS FORTFEITURES		17,459.05			
3690:16	'13 CAPITAL FUND OPERATING ADVANCES			130,560.00	130,560.00	
3690:98	GRANT FROM CITY-GAMING PROGRAM		3,943.06			
	TOTAL OTHER INCOME		133,217.72 **	247,360.00	86,606.85	65.0%
	TOTAL OPERATING INCOME		558,785.43 **	644,690.00	36,203.92	94.4%
4110:00	ADMINISTRATIVE SALARIES	267,461.32		230,100.00	-37,361.32	116.2%
4130:00	LEGAL EXPENSE	21,694.95		15,000.00	-6,694.95	144.6%
4140:00	STAFF TRAINING	3,382.50		8,000.00	4,617.50	42.3%
4150:00	TRAVEL	7,870.18		5,000.00	-2,870.18	157.4%
4167:00	OTHER CONSULTANTS	1,600.00		14,180.00	12,580.00	11.3%
4170:00	FEE ACCOUNTANT	3,112.00		5,500.00	2,388.00	56.6%
4171:00	AUDITING FEES	4,821.84		8,180.00	3,358.16	58.9%
4180:00	OFFICE RENT	34,200.00		34,200.00		100.0%
4190:00	SUNDRY-OTHER ADMINISTRATIVE EXPENSE	6,749.64		8,380.00	1,630.36	80.5%
4190:03	TELEPHONE & FAX - INTERNET	14,451.55		15,000.00	548.45	96.3%
4190:04	COMPUTER EQUIPMENT & SUPPORT	3,379.03		4,970.00	1,590.97	68.0%
4190:07	POSTAGE	7,599.36		10,240.00	2,640.64	74.2%
4190:08	ADVERTISING	145.00		500.00	355.00	29.0%
4190:10	OFFICE EXPENSES	8,296.49		4,760.00	-3,536.49	174.3%
4190:13	COPIER EXPENSE	131.49				
4190:15	MEMBERSHIP & DUES	3,598.75		2,000.00	-1,598.75	179.9%
4190:17	CRIMINAL RECORDS CHECK	4,098.14		4,140.00	41.86	99.0%
4190:19	COPIER RENTAL	8,793.74		10,530.00	1,736.26	83.5%

Account #	Account Title	Debit	Credit	Budget	Budget Balance	% Spent
	TOTAL SUNDRY EXPENSES	57,243.19 **		60,520.00	3,408.30	94.4%
	TOTAL ADMINISTRATION EXPENSES	401,385.98 **		380,680.00	-20,574.49	105.4%
4220:00	RECR PUBL & OTHER SERVICES	1,110.00		5,400.00	4,290.00	20.6%
4220:01	RESIDENT PARTICIPATION FUNDING			1,500.00	1,500.00	
	TOTAL TENANT SERVICES	1,110.00 **		6,900.00	5,790.00	16.1%
4310:00	WATER	21,156.35		35,550.00	14,393.65	59.5%
4320:00	ELECTRICITY	100,782.53		118,500.00	17,717.47	85.0%
4330:00	GAS	4,455.11		12,000.00	7,544.89	37.1%
4390:00	OTHER UTILITIES EXPENSE	13,696.47		27,150.00	13,453.53	50.4%
	TOTAL UTILITIES EXPENSE	140,090.46 **		193,200.00	53,109.54	72.5%
4410:00	LABOR	97,852.59		77,800.00	-20,052.59	125.8%
	TOTAL LABOR	97,852.59 **		77,800.00	-20,052.59	125.8%
4420:00	MATERIALS	14,915.65		30,000.00	15,084.35	49.7%
4420:01	CONSUMABLE JANITORIAL SUPPLIES	1,003.61		4,000.00	2,996.39	25.1%
4420:02	GROUNDS SUPPLIES	1,589.84		1,750.00	160.16	90.8%
4420:04	HARDWARE SUPPLIES	19,733.17		11,500.00	-8,233.17	171.6%
4420:05	PAINT SUPPLIES	755.34		500.00	-255.34	151.1%
4420:06	PLUMBING SUPPLIES	13,331.96		3,700.00	-9,631.96	360.3%
4420:07	ELECTRIC SUPPLIES	1,534.29		250.00	-1,284.29	613.7%
4420:09	HEATING - A/C PARTS	4,243.20		4,500.00	256.80	94.3%
4420:10	APPLIANCE PARTS	21,235.93		5,000.00	-16,235.93	424.7%
4420:11	CONSTRUCTION MATERIALS			2,000.00	2,000.00	
4420:12	MAINT. EQUIPMENT RENTAL	1,267.89		500.00	-767.89	253.6%
4420:13	UNIFORMS - COST & CLEANING	4,299.54		5,400.00	1,100.46	79.6%
	TOTAL MATERIALS	83,910.42 **		69,100.00	-14,810.42	121.4%
4430:00	MISC CONTRACT COSTS	158,158.19		25,500.00	-132,658.19	620.2%
4430:01	MOWING & GROUNDS CONTRACT	26,912.44		30,000.00	3,087.56	89.7%
4430:04	FLOOR REPAIR	95.00		2,500.00	2,405.00	3.8%
4430:05	ELECTRICAL CONTRACTS	44,487.96		6,000.00	-38,487.96	741.5%
4430:06	EXTERMINATING CONTRACTS	23,674.22		35,000.00	11,325.78	67.6%
4430:07	PAINTING CONTRACT	6,447.70		25,000.00	18,552.30	25.8%
4430:08	PLUMBING CONTRACT	21,657.90		24,000.00	2,342.10	90.2%
4430:09	CLEANING CONTRACTS	9,427.73		15,000.00	5,572.27	62.9%
4430:12	HTG & A/C REPAIRS - CONTRACT	30,503.89		72,000.00	41,496.11	42.4%
4430:13	VEHICLE REPAIRS-CONTRACT	3,693.30		3,700.00	6.70	99.8%
4430:14	MOVERS/PH EVICTIONS CONTRACT	780.00		2,000.00	1,220.00	39.0%
4430:17	SNOW REMOVAL	7,890.00				
4430:50	UNIT TURNAROUND	6,249.51		1,500.00	-4,749.51	416.6%
4431:00	GARBAGE AND TRASH REMOVAL	2,459.89		2,500.00	40.11	98.4%

Account #	Account Title	Debit	Credit	Budget	Budget Balance	% Spent
	TOTAL CONTRACT COST	342,437.73 **		244,700.00	-89,847.73	136.7%
	TOTAL ORDINARY MAINTENANCE & OPERATION	524,200.74 **		391,600.00	-124,710.74	131.8%
4480:00	PROTECTIVE SERVICE CONTRACT COST	3,304.14		4,000.00	695.86	82.6%
	TOTAL PROTECTIVE SERVICES	3,304.14 **		4,000.00	695.86	82.6%
4510:10	PROPERTY INSURANCE	3,534.63		4,000.00	465.37	88.4%
4510:20	LIABILITY INSURANCE	841.50		1,000.00	158.50	84.2%
4510:30	WORKERS COMPENSATION INSURANCE	8,415.00		11,000.00	2,585.00	76.5%
4510:40	ALL OTHER INSURANCE	2,599.63		3,000.00	400.37	86.7%
4520:00	PAYMENTS IN LIEU OF TAXES	8,433.89				
4530:00	TERMINAL LEAVE PAYMENTS			5,500.00	5,500.00	
4540:00	EMPLOYEE BENEFIT CONTRIBUTION	126,072.57		131,030.00	4,957.43	96.2%
4570:00	COLLECTION LOSSES	11,029.46		20,000.00	8,970.54	55.1%
4590:00	OTHER GENERAL EXPENSE	450.06				
4590:01	FIRESIDE SUBSIDY	5,218.30				
4590:02	FIRESIDE UTILITY REIMBURSEMENTS	94.00				
	TOTAL GENERAL EXPENSE	166,689.04 **		175,530.00	23,037.21	86.9%
	TOTAL ROUTINE EXPENSES	1,236,780.36 **		1,151,910.00	-62,652.62	105.4%
	TOTAL OPERATING EXPENSE	1,236,780.36 **		1,151,910.00	-62,652.62	105.4%
6010:00	PRIOR YEAR ADJUSTMENTS		14,392.13			
6120:01	GAIN LOSS DISPOSAL-PROCEEDS REC'D		8,500.00			
7540:01	FLOORING	16,592.55				
7540:02	FURNACE REPLACEMENT			50,000.00	50,000.00	
7540:03	AIR CONDITIONING SYSTEMS			16,000.00	16,000.00	
7540:04	HVAC IMPROVEMENTS			10,000.00	10,000.00	
7540:05	ROOFING	9,250.00				
7540:06	SIDING REPLACEMENT	15,085.00				
	TOTAL PROPERTY BETTERMENTS & ADDITIONS	40,927.55 **		76,000.00	76,000.00	
	TOTAL CAPITAL EXPENDITURES	40,927.55 **		76,000.00	76,000.00	
	TOTAL OPERATING EXPENDITURES	1,277,707.91 *	22,892.13 *	1,227,910.00	13,347.38	98.9%
8020:00	OPERATING SUBSIDY-CURR YEAR		401,806.00	559,520.00	157,714.00	71.8%
402-1168:00	PROJECT COORDINATOR	198,131.41		204,000.00	5,868.59	97.1%
402-1168:01	PROJECT COORDINATOR - CONTRA		112,880.62			
402-1268:00	TRAINING	3,462.66		6,000.00	2,537.34	57.7%
402-1268:01	TRAINING - CONTRA		2,517.66			
402-1868:00	ADMINISTRATION	38,405.93		30,000.00	-8,405.93	128.0%
402-1868:01	ADMINISTRATION - CONTRA		23,511.31			
402-2500:00	2009 ROSS GRANT #2 ADVANCES		101,090.41			
	TOTAL 2009 ROSS GRANT #2		**	240,000.00	0.00	100.0%



Account #	Account Title	Debit	Credit	Budget	Budget Balance	% Spent
404-1168:00	PROJECT COORDINATOR	18,418.93		23,075.00	4,656.07	79.8%
404-2500:00	2011 ROSS GRANT ADVANCES		23,075.00			
	TOTAL 2011 ROSS GRANT		4,656.07 **	23,075.00	4,656.07	79.8%
613-1499:00	DEVELOPMENT ACTIVITY			105,751.00	105,751.00	
613-2500:00	2010 REPLACEMENT GRANT ADVANCES		105,751.00			
	TOTAL 2010 REPLACEMENT HOUSING GRANT		105,751.00 **	105,751.00	105,751.00	
614-1499:00	DEVELOPMENT ACTIVITY			87,312.00	87,312.00	
614-2500:00	2011 REPLACEMENT GRANT ADVANCES		87,312.00			
	TOTAL 2011 REPLACEMENT HOUSING GRANT		87,312.00 **	87,312.00	87,312.00	
615-1499:00	DEVELOPMENT ACTIVITY			80,822.00	80,822.00	
615-2500:00	2012 REPLACEMENT GRANT ADVANCES		80,822.00			
	TOTAL 2012 REPLACEMENT HOUSING GRANT		80,822.00 **	80,822.00	80,822.00	
	** TOTAL **	13,533,069.52 **	13,533,069.52 **			

Account #	Account Title	Debit	Credit
1111:01	CASH GENERAL FUND	296,932.37	
1125:01	ACCOUNTS RECEIVABLE HUD-MAINSTREAM	4,346.00	
1129:02	ACCOUNTS RECEIVABLE-FRAUD RECOVERY	9,304.44	
1129:03	ALLOW FOR DOUBTFUL ACCTS - FRAUD		1,000.00
1166:00	FSS ESCROW	64,180.50	
1290:01	PREPAID SUPPORT	6,391.66	
		381,154.97 *	1,000.00 *
		380,154.97 **	
1460:07	BUILDINGS	1,339.97	
1475:01	OFFICE FURNITURE AND EQUIP	45,908.07	
1499:99	ACCUMULATED DEPRECIATION		25,392.82
	TOTAL LAND, STRUCTURES & EQUIP	47,248.04 *	25,392.82 *
		21,855.22 **	
	TOTAL ASSETS	428,403.01 *	26,392.82 *
		402,010.19 **	
2111:00	VENDORS AND CONTRACTORS		748.21
2111:04	ACCOUNTS PAYABLE-EMPLOYEE BENEFITS		450.98
2118:10	UNEARNED REVENUE-HUD ADMIN FEES)		8,160.32
2118:20	ACCOUNTS PAYABLE HAP		6,931.00
2119:06	ACCOUNTS PAYABLE - LOW RENT		114,745.34
2119:35	ACCOUNTS PAYABLE MOD REHAB		52,356.77
2119:43	A/P - RHE CORP		20,539.45
2135:01	ACCRUED PAYROLL		4,256.70
2135:10	COMPENSATED ABSENCES - CURRENT		11,985.35
2135:11	COMPENSATED ABSENCES - NONCURRENT		2,115.05
2182:00	FSS ESCROW		81,660.51
	TOTAL LIABILITIES	*	303,949.68 *
2802:01	NET INVESTMENT IN CAPITAL ASSETS		21,855.22
2806:01	UNRESTRICTED NET POSITION - ADMIN		3,506.49
2806:03	RESTRICTED NET POSITION - HAP		151,721.46
2806:04	UNRESTRICTED NET POSITION-FSS COORD		46,178.28
	TOTAL EQUITY	*	223,261.45 *
	TOTAL LIABILITIES & EQUITY	*	527,211.13 *
3600:00	ADMINISTRATIVE FEE EARNED		292,098.68
3600:01	ADMIN FEE EARNED - MAINSTREAM		60,978.00
3603:00	NET ADMIN FEE ON H/A SEC 8		12,809.75
3606:00	FRAUD RECOVERIES (ADMIN SHARE)		11,120.98
3608:00	FSS COORDINATOR FEE EARNED		68,680.00

Account #	Account Title	Debit	Credit
	TOTAL OPERATING INCOME		445,687.41 **
4110:00	ADMINISTRATIVE SALARIES	225,156.80	
4110:01	FSS COORDINATOR	20,650.00	
4140:00	STAFF TRAINING	3,813.97	
4150:00	TRAVEL	5,330.15	
4167:00	OTHER CONSULTANTS	1,584.00	
4170:00	FEE ACCOUNTANT	7,081.00	
4171:00	AUDITING FEES	21,216.10	
4180:00	OFFICE RENT	33,858.00	
4190:00	SUNDRY-OTHER ADMINISTRATIVE EXPENSE	3,985.68	
4190:02	HQS INSPECTIONS	30,987.00	
4190:03	TELEPHONE FAX INTERNET	5,995.60	
4190:04	COMPUTER EQUIPMENT & SUPPORT	1,708.81	
4190:07	POSTAGE	3,451.85	
4190:08	ADVERTISING	143.55	
4190:10	OFFICE EXPENSES	4,916.79	
4190:15	MEMBERSHIPS & DUES	809.33	
4190:17	CRIMINAL RECORDS CHECK	90.73	
4190:19	COPIER RENTAL	7,456.16	
	TOTAL SUNDRY EXPENSES	59,545.50 **	
	TOTAL ADMINISTRATION EXPENSES	378,235.52 **	
4520:00	PAYMENTS IN LIEU OF TAXES	3,112.80	
4540:00	EMPLOYEE BENEFIT CONTRIBUTION	53,645.26	
4590:00	OTHER GENERAL EXPENSE	25,722.98	
	TOTAL GENERAL EXPENSE	82,481.04 **	
	TOTAL ROUTINE EXPENSES	460,716.56 **	
	TOTAL OPERATING EXPENSE	460,716.56 **	
6010:00	PRIOR YEAR ADJUSTMENTS		14,516.13
6010:03	PRIOR YEAR ADJUSTMENT - HAP		23,005.55
	TOTAL OPERATING EXPENDITURES	460,716.56 *	37,521.68 *
8026:01	ANNUAL CONTRIBUTIONS RECEIVED-HAP		4,861,581.00
8026:07	ANNUAL CONTRIB EARNED-MAINSTREAM		663,182.00
100-3606:00	HAP SHARE - FRAUD RECOVERY		11,058.00
100-3609:00	FSS ESCROW FORFEITS		9,415.27
100-4715:00	HSNG ASST PYMTS OCC UNITS	4,406,066.80	
100-4715:01	HSNG ASST PYMTS - PORT OUT VOUCHERS	499,776.00	
100-4718:00	FSS ESCROW	40,580.94	
	TOTAL HOUSING ASSISTANCE PAYMENTS	4,925,950.47 **	
200-4715:00	HSNG ASST PYMTS-HO	83,324.00	

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ROCKVILLE HOUSING ENTERPRISE - VO  
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Account #	Account Title	Debit	Credit
	TOTAL HOUSING ASSISTANCE PAYMENTS-HO	83,324.00 **	
300-4715:00	HSNG ASST PYMTS-MAINSTREAM	663,182.00	
	TOTAL HOUSING ASSISTANCE PYMTS-MAINSTREAM	663,182.00 **	
	** TOTAL **	6,582,049.31 **	6,582,049.31 **

Account #	Account Title	Debit	Credit
1129:07	ACCOUNTS RECEIVABLE - VOUCHERS	52,356.77	
		52,356.77 *	*
	<b>TOTAL ASSETS</b>	<b>52,356.77 *</b>	<b>*</b>
2118:00	ACCOUNTS PAYABLE-HUD		8,556.54
	<b>TOTAL LIABILITIES</b>	<b>*</b>	<b>8,556.54 *</b>
2806:01	UNRESTRICTED NET POSITION - ADMIN		40,016.55
	<b>TOTAL EQUITY</b>	<b>*</b>	<b>40,016.55 *</b>
	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>*</b>	<b>48,573.09 *</b>
3600:00	ADMINISTRATIVE FEE EARNED		5,894.54
	<b>TOTAL OPERATING INCOME</b>		<b>5,894.54 **</b>
4140:00	STAFF TRAINING	38.53	
4150:00	TRAVEL	53.82	
4167:00	OTHER CONSULTANTS	16.00	
4170:00	FEE ACCOUNTANT	845.00	
4171:00	AUDITING FEES	214.30	
4180:00	OFFICE RENT	342.00	
4190:00	SUNDRY-OTHER ADMINISTRATIVE EXPENSE	40.25	
4190:02	HQS INSPECTIONS	313.00	
4190:03	TELEPHONE - FAX - INTERNET	60.55	
4190:04	COMPUTER EQUIPMENT & SUPPORT	17.26	
4190:07	POSTAGE	34.86	
4190:08	ADVERTISING	1.45	
4190:10	OFFICE EXPENSES	49.64	
4190:15	MEMBERSHIPS & DUES	8.17	
4190:17	CRIMINAL RECORDS CHECK	0.92	
4190:19	COPIER RENTAL	75.11	
	<b>TOTAL SUNDRY EXPENSES</b>	<b>601.21 **</b>	
	<b>TOTAL ADMINISTRATION EXPENSES</b>	<b>2,110.86 **</b>	
	<b>TOTAL ROUTINE EXPENSES</b>	<b>2,110.86 **</b>	
	<b>TOTAL OPERATING EXPENSE</b>	<b>2,110.86 **</b>	
	<b>TOTAL OPERATING EXPENDITURES</b>	<b>2,110.86 *</b>	<b>*</b>
8026:01	ANNUAL CONTRIBUTIONS EARNED		24,342.00
100-4715:00	HSNG ASST PYMTS OCC UNITS	24,342.00	

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ROCKVILLE HOUSING ENTERPRISE - MOD  
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Account #	Account Title	Debit	Credit
	TOTAL HOUSING ASSISTANCE PAYMENTS	24,342.00 **	
	** TOTAL **	78,809.63 **	78,809.63 **

Date	DocumentID	Account Name/Description	Account #	Debit	Credit
		-ACCOUNTS RECEIVABLE - VO...	1129:07	51,670.90	
09/03/13	11 Rcpt	SEPT HUD HAP DEP		3,232.00	
09/04/13	DM-12	SEPTEMBER HAP PAYMENTS			2,283.00
09/30/13	2135 Disb	LOUCKS & SCHWARTZ			60.00
09/30/13	2174 Disb	LOUCKS & SCHWARTZ			60.00
09/30/13	2227 Disb	LOUCKS & SCHWARTZ			60.00
09/30/13	13-23 Jrnl	ALLOCATE SEP 13 EXPENSES FROM VO			83.13
		*ACCOUNTS RECEIVABLE - VOUCHERS		52,356.77	*
		-ACCOUNTS PAYABLE-HUD	2118:00		8,115.69
09/03/13	11 Rcpt	SEPT HUD HAP DEP			3,232.00
09/30/13	13-24 Jrnl	RECORD SEP 13 MOD REHAB		508.15	
09/30/13	13-24 Jrnl	RECORD SEP 13 MOD REHAB		2,283.00	
		*ACCOUNTS PAYABLE-HUD			8,556.54 *
		-UNRESTRICTED NET POSITIO...	2806:01		40,016.55
		*UNRESTRICTED NET POSITION - ADMIN			40,016.55 *
		-ADMINISTRATIVE FEE EARNED	3600:00		5,386.39
09/30/13	13-24 Jrnl	RECORD SEP 13 MOD REHAB			508.15
		*ADMINISTRATIVE FEE EARNED			5,894.54 *
		-STAFF TRAINING	4140:00	31.78	
09/30/13	13-23 Jrnl	ALLOCATE SEP 13 EXPENSES FROM VO		6.75	
		*STAFF TRAINING		38.53	*
		-TRAVEL	4150:00	53.82	
		*TRAVEL		53.82	*
		-OTHER CONSULTANTS	4167:00	16.00	
		*OTHER CONSULTANTS		16.00	*
		-FEE ACCOUNTANT	4170:00	665.00	
09/30/13	2135 Disb	LOUCKS & SCHWARTZ		60.00	
09/30/13	2174 Disb	LOUCKS & SCHWARTZ		60.00	
09/30/13	2227 Disb	LOUCKS & SCHWARTZ		60.00	
		*FEE ACCOUNTANT		845.00	*
		-AUDITING FEES	4171:00	214.30	
		*AUDITING FEES		214.30	*
		-OFFICE RENT	4180:00	313.50	
09/30/13	13-23 Jrnl	ALLOCATE SEP 13 EXPENSES FROM VO		28.50	
		*OFFICE RENT		342.00	*
		-SUNDRY-OTHER ADMINISTRAT...	4190:00	39.45	
09/30/13	13-23 Jrnl	ALLOCATE SEP 13 EXPENSES FROM VO		0.80	
		*SUNDRY-OTHER ADMINISTRATIVE EXP...		40.25	*
		-HQS INSPECTIONS	4190:02	283.05	
09/30/13	13-23 Jrnl	ALLOCATE SEP 13 EXPENSES FROM VO		29.95	

Date	DocumentID	Account Name/Description	Account #	Debit	Credit
		*HQS INSPECTIONS		313.00	*
09/30/13	13-23 Jrnl	-TELEPHONE - FAX - INTERNET	4190:03	55.08	
		ALLOCATE SEP 13 EXPENSES FROM VO		5.47	
		*TELEPHONE - FAX - INTERNET		60.55	*
09/30/13	13-23 Jrnl	-COMPUTER EQUIPMENT & SUP...	4190:04	11.45	
		ALLOCATE SEP 13 EXPENSES FROM VO		5.81	
		*COMPUTER EQUIPMENT & SUPPORT		17.26	*
		-POSTAGE	4190:07	34.86	
		*POSTAGE		34.86	*
		-ADVERTISING	4190:08	1.45	
		*ADVERTISING		1.45	*
		-OFFICE EXPENSES	4190:10	49.64	
		*OFFICE EXPENSES		49.64	*
		-MEMBERSHIPS & DUES	4190:15	8.17	
		*MEMBERSHIPS & DUES		8.17	*
		-CRIMINAL RECORDS CHECK	4190:17	0.92	
		*CRIMINAL RECORDS CHECK		0.92	*
09/30/13	13-23 Jrnl	-COPIER RENTAL	4190:19	69.26	
		ALLOCATE SEP 13 EXPENSES FROM VO		5.85	
		*COPIER RENTAL		75.11	*
09/30/13	13-24 Jrnl	-ANNUAL CONTRIBUTIONS EARNED	8026:01		22,059.00
		RECORD SEP 13 MOD REHAB			2,283.00
		*ANNUAL CONTRIBUTIONS EARNED			24,342.00 *
09/04/13	DM-12	-HSNG ASST PYMTS OCC UNITS	100-4715:00	22,059.00	
		SEPTEMBER HAP PAYMENTS		2,283.00	
		*HSNG ASST PYMTS OCC UNITS		24,342.00	*
		*BEGINNING BALANCE Totals		75,577.63	75,577.63 **
		**ENDING BALANCE Totals		78,809.63	78,809.63 **



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ROCKVILLE HOUSING ENTERPRISE - MOD  
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Date	Receipt ID	Account Name/Description	Account #	Credit
09/03/13	11	[ACCOUNTS PAYABLE-HUD]	2118:00	3,232.00
		[ACCOUNTS RECEIVABLE - VOUCHERS]	1129:07	(3,232.00)
		*SEPT HUD HAP DEP		0.00 *
		Total Credits		3,232.00 *
		Less Debits		(3,232.00)
		Net Receipts		0.00 **

Account #	Account Title	Debit	Credit
1111:01	CASH GENERAL FUND	8,292.09	
1122:00	ACCOUNTS RECEIVABLE TENANTS		100.35
1129:05	ACCOUNTS RECEIVABLE - RELP	626.13	
1129:06	ACCOUNTS RECEIVABLE LOW RENT	84,385.69	
		93,303.91 *	100.35 *
		93,203.56 **	
1450:00	SITE IMPROVEMENT	7,092.90	
1460:07	BUILDINGS	224,598.85	
1465:01	DWELLING EQUIP NON EXPEN	4,444.88	
1499:99	ACCUMULATED DEPRECIATION		12,474.00
	TOTAL LAND, STRUCTURES & EQUIP	236,136.63 *	12,474.00 *
		223,662.63 **	
	TOTAL ASSETS	329,440.54 *	12,574.35 *
		316,866.19 **	
2111:00	VENDORS AND CONTRACTORS		350.00
2114:00	TENANTS SECURITY DEPOSITS		900.00
2119:08	ACCOUNTS PAYABLE - RHE CORP	61,977.44	
2320:01	MORTGAGE PAYABLE-343 FALLSGROVE		95,837.54
2320:02	MORTGAGE PAYABLE-219 JAY DRIVE		91,047.09
2320:03	MORTGAGE PAYABLE-722 GARDEN VIEW		90,530.00
2320:04	MORTGAGE PAYABLE-229 CORK TREE LANE		94,868.00
	TOTAL LIABILITIES	61,977.44 *	373,532.63 *
			311,555.19 **
2802:01	NET INVESTMENT IN CAPITAL ASSETS		223,662.63
2806:01	UNRESTRICTED NET POSITION - ADMIN		3,202.10
	TOTAL EQUITY		226,864.73 *
	TOTAL LIABILITIES & EQUITY	61,977.44 *	600,397.36 *
			538,419.92 **
3110:00	DWELLING RENTAL		25,421.75
3140:00	SECTION 8 SUBSIDY		11,308.00
	TOTAL RENTAL INCOME		36,729.75 *
3690:01	OTHER TENANT REVENUE		525.90
	TOTAL OTHER INCOME		525.90 **
	TOTAL OPERATING INCOME		37,255.65 **

Account #	Account Title	Debit	Credit
4130:00	LEGAL EXPENSE	1,316.00	
4170:00	FEE ACCOUNTANT	432.50	
4171:00	AUDITING FEES	267.88	
4190:00	SUNDRY-OTHER ADMINISTRATIVE EXPENSE	1,104.00	
	TOTAL SUNDRY EXPENSES	1,104.00 **	
	TOTAL ADMINISTRATION EXPENSES	3,120.38 **	
4310:00	WATER	165.00	
	TOTAL UTILITIES EXPENSE	165.00 **	
4420:00	MATERIALS	2,812.72	
	TOTAL MATERIALS	2,812.72 **	
4430:00	MISC CONTRACT COSTS	160.00	
4430:20	SNOW REMOVAL CONTRACT	1,270.00	
4430:40	LANDSCAPE & GROUNDS CONTRACT	84.00	
4430:60	ELECTRICAL CONTRACT	1,548.98	
4430:90	JANITORIAL CONTRACT	48.00	
	TOTAL CONTRACT COST	3,110.98 **	
	TOTAL ORDINARY MAINTENANCE & OPERATION	5,923.70 **	
4510:00	INSURANCE		64.89
4520:00	PAYMENTS IN LIEU OF TAXES	1,847.21	
4570:00	COLLECTION LOSSES	405.00	
4580:00	INT ADM/SUNDRY NOTES	12,193.95	
4590:01	ASSOCIATION FEES	10,980.32	
	TOTAL GENERAL EXPENSE	25,361.59 **	
	TOTAL ROUTINE EXPENSES	34,570.67 **	
4610:01	LOAN COSTS - 219 JAY DRIVE	2,473.15	
4610:02	LOAN COSTS - 722 GARDEN VIEW	5,235.62	
	TOTAL EXTRAORDINARY MAINTENANCE	7,708.77 **	
	TOTAL NONROUTINE MAINTENANCE	7,708.77 **	
	TOTAL OPERATING EXPENSE	42,279.44 **	
7000:00	OPERATING TRANSFERS IN		26,835.17
7540:01	343 FALLSGROVE DRIVE	124,594.17	
7540:02	FLOORING	1,596.00	
7540:03	229 CORK TREE LANE	117,174.94	

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RHE PROPERTIES  
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Account #	Account Title	Debit	Credit
	TOTAL PROPERTY BETTERMENTS & ADDITIONS	243,365.11 **	
	TOTAL CAPITAL EXPENDITURES	243,365.11 **	
	TOTAL OPERATING EXPENDITURES	285,709.44 *	26,900.06 *
	** TOTAL **	677,127.42 **	677,127.42 **

Account #	Account Title	Debit	Credit
1111:01	CASH GENERAL FUND	173,358.81	
1114:00	SECURITY DEPOSIT FUND	26,069.29	
1122:00	ACCOUNTS RECEIVABLE TENANTS	40,431.37	
1122:01	ALLOWANCE FOR DOUBTFUL ACCOUNTS		30,456.25
1129:03	ACCOUNTS RECEIVABLE - RHE CORP	30.00	
1129:06	ACCOUNTS RECEIVABLE LOW RENT		5,770.23
1162:00	OPERATING RESERVE	299,680.70	
1162:01	REPLACEMENT RESERVE	101,796.95	
1162:02	MORTGAGE ESCROW	13,555.63	
1211:00	PREPAID INSURANCE	31,736.34	
1240:00	PREPAID PROPERTY TAXES	6,739.74	
1290:01	PREPAID SUPPORT	1,420.43	
		694,819.26 *	36,226.48 *
		658,592.78 **	
1410:00	LAND	259,000.00	
1460:07	BUILDINGS	6,786,515.56	
1465:01	DWELLING EQUIP NON EXPEN	193,454.03	
1475:01	OFFICE FURNITURE AND EQUIP	10,000.00	
1499:99	ACCUMULATED DEPRECIATION		2,715,309.23
	TOTAL LAND, STRUCTURES & EQUIP	7,248,969.59 *	2,715,309.23 *
		4,533,660.36 **	
1520:00	DEFERRED FINANCING COST	183,651.50	
1520:01	DEF FIN COST AMORTIZATION		36,846.50
	TOTAL OTHER ASSETS	183,651.50 *	36,846.50 *
		146,805.00 **	
	TOTAL ASSETS	8,127,440.35 *	2,788,382.21 *
		5,339,058.14 **	
2111:00	VENDORS AND CONTRACTORS		120.00
2111:02	A/P - MANAGEMENT FEE		18,916.74
2111:03	A/P - MAINTENANCE EXPENSES		10,675.84
2114:00	TENANTS SECURITY DEPOSITS		16,800.00
2114:99	SECURITY DEPOSIT INTEREST		2,789.11
2119:05	ACCOUNTS PAYABLE - RHE PROPERTIES		626.13
2130:01	ACCRUED INT PAYABLE - MORTGAGE		15,716.68
2130:02	ACCRUED INT PAYABLE - COUNTY LOAN		34,470.96
2130:03	ACCRUED INT PAYABLE - RHE LOAN		1,316.84
2320:00	MORTGAGE PAYABLE		3,586,679.35
2321:00	CITY LOAN PAYABLE		120,000.00
2322:00	COUNTY LOAN PAYABLE		1,397,244.94
2323:00	RHE LOAN PAYABLE		201,949.86
	TOTAL LIABILITIES		* 5,407,306.45 *

Account #	Account Title	Debit	Credit
2806:01	PARTNERS EQUITY		43,894.00
	TOTAL EQUITY	*	43,894.00 *
	TOTAL LIABILITIES & EQUITY	*	5,451,200.45 *
3110:00	DWELLING RENTAL		467,157.33
3140:00	SECTION 8 SUBSIDIES		93,526.00
	TOTAL RENTAL INCOME	*	560,683.33 *
3610:00	INT ON GENL FUND INVESTMENTS		53.58
3690:01	OTHER TENANT REVENUE		9,190.97
	TOTAL OTHER INCOME		9,190.97 **
	TOTAL OPERATING INCOME		569,927.88 **
4130:00	LEGAL EXPENSE	1,524.00	
4140:00	STAFF TRAINING	150.00	
4170:00	FEE ACCOUNTANT	1,118.00	
4171:00	AUDITING FEES	7,750.00	
4180:00	OFFICE RENT	9,000.00	
4190:00	SUNDRY-OTHER ADMINISTRATIVE EXPENSE	1,999.00	
4190:01	BANK FEES	3,230.73	
4190:90	ADMIN SERVICES CONTRACT	129.07	
4198:01	MANAGEMENT FEE	57,521.54	
	TOTAL SUNDRY EXPENSES	62,880.34 **	
	TOTAL ADMINISTRATION EXPENSES	82,422.34 **	
4310:00	WATER	42.46	
4320:00	ELECTRICITY	256.17	
4330:00	GAS		58.92
	TOTAL UTILITIES EXPENSE	239.71 **	
4410:00	LABOR	4,823.85	
4410:02	MAINTENANCE ADMIN FEE	4,760.36	
	TOTAL LABOR	9,584.21 **	
4420:00	MATERIALS	8,367.40	
	TOTAL MATERIALS	8,367.40 **	
4430:00	MISC CONTRACT COSTS	11,754.27	
4430:10	HEATING AND COOLING CONTRACT	5,642.87	
4430:40	LANDSCAPE & GROUNDS CONTRACT	897.00	

ROCKVILLE HOUSING ENTERPRISES-RELP  
TRIAL BALANCE  
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09/30/13

Account #	Account Title	Debit	Credit
4430:50	UNIT TURNAROUND	7,377.00	
4430:60	ELECTRICAL CONTRACT	8,182.83	
4430:70	PLUMBING CONTRACT	9,553.24	
4430:80	EXTERMINATION CONTRACT	760.00	
	TOTAL CONTRACT COST	44,167.21 **	
	TOTAL ORDINARY MAINTENANCE & OPERATION	62,118.82 **	
4510:10	PROPERTY INSURANCE	31,439.91	
4510:40	MORTGAGE INSURANCE	17,942.33	
4520:00	REAL ESTATE TAXES	7,846.01	
4540:00	EMPLOYEE BENEFIT CONTRIBUTION	17,056.23	
4570:00	COLLECTION LOSSES	12,661.55	
4580:00	MORTGAGE INTEREST	125,281.57	
4580:01	COUNTY LOAN INTEREST	10,450.62	
4580:02	RHE LOAN INTEREST	1,511.08	
4580:03	DEPOSIT INTEREST	202.18	
4590:01	ASSOCIATION FEES	100,606.57	
	TOTAL GENERAL EXPENSE	324,998.05 **	
	TOTAL ROUTINE EXPENSES	469,778.92 **	
	TOTAL OPERATING EXPENSE	469,778.92 **	
4800:00	DEPRECIATION EXPENSE	199,229.32	
7540:01	FLOORING	13,061.95	
	TOTAL PROPERTY BETTERMENTS & ADDITIONS	13,061.95 **	
	TOTAL CAPITAL EXPENDITURES	13,061.95 **	
	TOTAL OPERATING EXPENDITURES	682,129.11 *	58.92 *
	** TOTAL **	8,809,569.46 **	8,809,569.46 **

**TAB 4**

**PUBLIC HOUSING REPORT**



## PUBLIC HOUSING MANAGEMENT REPORT

Period: October 1-31, 2013

### OCCUPANCY

<u>Total PH Units</u>	<u># Vacant – 9/30/13</u>	<u># Vacant 10/1/13</u>	<u>#Move-Ins</u>	<u>#Move-Outs</u>	<u># Vacant – 10/31/13</u>
108	2	2	1	0	1

% Units Occupied as of 9/30/13      98.15%

% Units Occupied as of 10/31/13      99.07%

### APPLICATION PROCESSING

# Processed – Unit Assigned/Move-In This Month      1

# Processed - Unit Assigned/Move-in Next Month      1

# Processed – Waiting for Unit Assignment      3

# Processing in Progress/Not Complete      Ongoing

#### Comments

*Applicants are continually being processed for future vacancies.*

### VACANT UNIT PREPARATION

<u>#Vacant – 10/31/13</u>	<u>#Units Made Ready</u>	<u>#Units Make Ready in Progress</u>
1	0	1

#### Comments

*None at this time.*

List addresses of vacant units end of October:

*1211 Highway Rd (in progress)*

## REEXAMINATIONS

Annual Reexaminations Scheduled (Effective March 1, 2014)	15
Annual Reexaminations Completed (Effective December 1, 2013)	5
Late Annual Reexaminations Completed	0
Late Annual Reexaminations to be Completed	2
Interim Reexaminations Completed	3
PIC Submission Rate as of October 1, 2013	98.08%

### Comments

*None at this time.*

## TENANT ACCOUNTS RECEIVABLE (TARs)

TARs as of 9/30/13	\$ 13,461.92 (not including delinquent move-outs)
TARs as of 10/31/13	\$ 16,091.96 (not including delinquent move-outs)
# Tenants Delinquent as of 9/30/13	44
# Summons Issued	28
# Writs Issued	8 (for September's rent including 1 absolute)
# Tenants Delinquent as of 10/31/13	48

### Comments:

*There are several households that are being evicted and they are not paying the rent.  
Others will pay before the next court date.*

### OTHER LEASE ENFORCEMENT ACTIVITIES

# Lease Violation Notices      0

# Summons Issued                0

# Writs Issued                    0

Comments: *None at this time.*

### WORK ORDER COMPLETION

	<u># Incomplete 9/30/13</u>	<u># Received</u>	<u># Completed</u>	<u># Incomplete 10/31/13</u>
<b>PH units</b>	<b>8*</b>	79	86	1
<b>RELP</b>	<b>0*</b>	33	33	0
<b>RHE Prop</b>	<b>0</b>	2	2	0

Comments

*None at this time.*

### PREVENTIVE MAINTENANCE ACTIVITIES

List below any scheduled preventive maintenance activities completed this month. If none, indicate No Preventive Maintenance Activities This Month.

*None at this time.*

**TAB 5**

**HCV REPORT**

CALENDAR YEAR 2013 LEASING, HAP AND ADMIN FEE UTILIZATION

HA Name Rockville Housing Enterprises

HA Number MD 007

	Unit Months Leased (DVP)	Unit Months Available (excluding DVP)	Over/(Under) Leased	HAP Funding (excluding DVP)	HAP Cost (excluding DVP)	HAP Share of Fraud Recovery	FSS Escrow Forfeitures	Imputed Interest on HAP Reserve	Other Adjustments to HAP Reserve	HAP Reserve Increase (Decrease)	HAP Reserve (NRA)	HAP Reserve excluding Interest	Average HAP Cost	HAP Budget Authority	HAP Program Reserve held by HUD
Jan	333	359	(26)	\$ 435,875	\$ 415,364	\$ -	\$ 1,494	xxxxxxx	\$ -	\$ 22,005	\$ 40,375	\$ 40,375	\$ 1,247.34	\$ 435,875	\$ -
Feb	332	359	(27)	435,875	430,075	1,007	-	xxxxxxx	-	\$ 6,807	47,182	47,182	\$ 1,295.41	435,875	-
Mar	330	359	(29)	435,875	428,211	300	-	xxxxxxx	-	\$ 7,964	55,146	55,146	\$ 1,297.61	435,875	-
April	331	359	(28)	383,910	428,716	300	1,152	xxxxxxx	-	\$ (43,354)	11,792	11,792	\$ 1,295.21	383,910	-
May	330	359	(29)	405,723	428,320	336	1,782	xxxxxxx	-	\$ (20,479)	(8,687)	(8,687)	\$ 1,297.94	405,723	-
June	330	359	(29)	405,723	406,594	-	-	xxxxxxx	-	\$ (871)	(9,558)	(9,558)	\$ 1,232.10	405,723	-
July	327	359	(32)	405,627	418,505	150	-	xxxxxxx	-	\$ (12,728)	(22,286)	(22,286)	\$ 1,279.83	405,627	-
Aug	323	359	(36)	405,627	400,535	7,650	-	xxxxxxx	-	\$ 12,742	(9,544)	(9,544)	\$ 1,240.05	405,627	-
Sept	321	359	(38)	426,627	390,050	-	-	xxxxxxx	-	\$ 36,577	27,033	27,033	\$ 1,215.11	426,627	-
Oct	-	-	-	-	-	-	-	xxxxxxx	-	\$ -	27,033	27,033	\$ -	-	-
Nov	-	-	-	-	-	-	-	xxxxxxx	-	\$ -	27,033	27,033	\$ -	-	-
Dec	-	-	-	-	-	-	-	xxxxxxx	-	\$ -	27,033	27,033	\$ -	-	-
	2,957	3,231	(274)	\$ 3,740,862	\$ 3,746,370	\$ 9,743	\$ 4,428	\$ -	\$ -	\$ 8,663	xxxxxxx	xxxxxxx	\$ 1,266.95	\$ 3,740,862	xxxxxxx

Leasing Percentage -- 91.52%      HAP Utilization -- 100.15%      For VMS Reporting

	Other Admin Funding (FSS, H/O, DVP & Special Fees)	Admin Share of Fraud Recovery	Interest Income on Admin Fee Reserve	Funds Expended from UNA (Donations & Transfers)	Other Adjustments to Admin Reserve	Profit/(Loss)	Admin Fee Reserve		Total Voucher Cash and Investments
Jan	\$ 27,958	\$ 10,804	\$ -	\$ -	\$ -	\$ 2,484	\$ 71,797	Jan	\$ 102,373
Feb	22,834	10,810	1,007	-	-	(1,691)	70,106	Feb	108,116
Mar	23,043	10,804	300	-	-	(17,427)	52,679	Mar	97,446
April	22,973	10,810	300	-	-	(4,627)	48,052	April	64,001
May	23,043	10,804	336	-	-	(73)	47,979	May	47,101
June	23,230	10,804	-	-	14,516	22,631	70,610	June	82,140
July	22,647	10,804	150	-	-	(9,619)	60,991	July	56,281
Aug	22,370	10,804	7,650	-	-	(3,535)	57,456	Aug	53,657
Sept	22,231	10,804	-	-	-	(8,285)	49,171	Sept	91,811
Oct	-	-	-	-	-	-	49,171	Oct	-
Nov	-	-	-	-	-	-	49,171	Nov	-
Dec	-	-	-	-	-	-	49,171	Dec	-
	\$ 210,331	\$ 97,244	\$ 9,743	\$ -	\$ 14,516	\$ (20,142)	xxxxxxx		xxxxxxx

Homeownership Coordinator Report  
By Susan A. Cheney  
November 13, 2013  
For month of October, 2013

Legacy at Lincoln Park, RHE Homeownership, Money Management and Credit  
Counseling Programs and MPDU Purchase

Legacy at Lincoln Park

- There are two townhomes for rent at Legacy. They both have RHE 2<sup>nd</sup> trusts and are in violation of the terms of the RHE Recapture Agreement, which does not allow renting out the property without proper approval from RHE. The owner of 107 Moore Dr. has submitted almost all the documentation required for an RHE approval, including approval by the HOA. They required that he bring his HOA dues current, which he has done. The owner of 140 Moore Dr. has been sent a letter spelling out the violation and requiring that he contact RHE. He has not done so. I contacted the listing agent and have found out today that the property has a rental permit issued to a name different from the owner of record. According to the agent's assistant the owner has changed his name. The listing agent is taking the property off the market until this is resolved. There are also HOA liens placed in the land records for past due fees. RHE could enforce a repayment of these loans because the rental of these properties is listed as a "recapture event."
- The MPDU property occupied by the daughter of the deceased owner is expected to be up for sale soon. The daughter has been in contact with the attorney who is authorized to sell the property, and they are in the process of obtaining the resale value from the City. After that is ascertained the list of MPDU participants will be provided by the City for the seller to call and to solicit a purchase. There are a couple of RHE residents on the list, but they will be called in the designated order. RHE does have the right of first refusal because this is an MPDU. The mortgage is four months in arrears, but the servicer/lender, Capital One/HOC, has not initiated foreclosure proceedings. They are aware of the unusual situation.
- The Legacy property at 120 Moore Dr. is in the process of foreclosure. We were notified last July that the 1<sup>st</sup> trust holder was moving ahead toward the foreclosure. We are in 2<sup>nd</sup> position and our loan is \$85,000. I do not know the outstanding amount of the 1<sup>st</sup> trust, but it was \$325,000 at time of purchase on July 1, 2008. There are also two judgements/liens against the property placed by the Homeowners Association. These are in 2<sup>nd</sup> & 3<sup>rd</sup> position and amount to \$1,064.50. I asked the attorney's office about the timing, but they did not know. We will be notified of the sale date, once it is known.

### RHE Homeownership

- We are planning a work shop for Wednesday, November 13, 2013 on buying a home. We shall be going over credit reports and credit scoring, as well as the special homeownership mortgages and programs offered by the City of Rockville, Montgomery County, HOC, City of Gaithersburg and the State of Maryland.

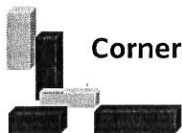
**TAB 6**

**FIRESIDE PARK REPORT**



## **TAB 7**

### **ACTION ITEMS**



Cornerstone Development, LLC

November 6, 2013

Ms. Jessica Anderson  
Rockville Housing Enterprises  
621 Southlawn Lane #A  
Rockville, MD 20850

Dear Ms. Anderson:

Upon review of the proposals and comparison of their respective responses, it is my recommendation to engage Humphrey Management as the new property manager. I believe they are in the best position to assist Rockville Housing Enterprises to manage Fireside Park Apartments.

I have attached my scoring sheet based on your evaluation criteria.

If you have any questions, please do not hesitate to contact me.

Sincerely,

**Brian Kim**  
Principal, Cornerstone Development, LLC

Enclosure

# Fireside Property Management – RFP Score Sheet

	Kettler Management	Humphrey Management	Mc Shea Residential Services Inc	Equity Management	Edgewood
Technical Management Max Points -60	45	55	48	50	45
Management Fee Max Points 20	18	18	20	18	17
References Max Points 10	5	9	7	5	7
Interview Max Points 10	N/A	N/A	N/A	N/A	N/A
Total - 100	68	82	75	73	69

# Fireside Property Management – RFP Score Sheet

	Kettler Management	Humphrey Management	Mc Shea Residential Services, Inc.	Equity Management	Edgewood
Technical Management Max Points -60	45	50	30	50	50
Management Fee Max Points 20	15	15	20	10	5
References Max Points 10	0	10	5	5	5
Interview Max Points 10	N/A	N/A	N/A	N/A	N/A
Total – 100	60	75	55	65	60

# **Fireside Property Management – RFP Score Sheet**

	Kettler Management	Humphrey Management	Mc Shea Residential Services Inc	Equity Management	Edgewood
Technical Management Max Points -60	48	58	50	50	50
Management Fee Max Points 20	15	18	17	10	12
References Max Points 10	7	8	8	7	7
Interview Max Points 10	N/A	N/A	N/A	N/A	N/A
<b>Total - 100</b>	<b>70</b>	<b>84</b>	<b>75</b>	<b>67</b>	<b>69</b>